



# राजपत्र, हिमाचल प्रदेश (मसाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शुक्रवार, 1 जून, 2007/11 ज्येष्ठ, 1929

हिमाचल प्रदेश सरकार

No. GAB-2B(15)-6/94

GENERAL ADMINISTRATION (B) DEPARTMENT

From :

The Secretary (GAD) to the Government of Himachal Pradesh.

To

1. All Principal Secretaries/Secretaries to the Government of Himachal Pradesh.
2. All Head of Departments in H.P.
3. All Divisional Commissioners in H.P.
4. All Deputy Commissioners in H.P.
5. All Chairman/Managing Director/Chief Executives/Registrars/Secretaries etc. of Corporations/Public Sector Undertakings/Local Bodies/Universities/Boards in H.P.
6. All Principals of Colleges in Himachal Pradesh.

*Dated Shimla-2, the 21st May, 2007*

**Subject.**—Requests for message of H. E. the Governor of Himachal Pradesh.

Sir,

I am directed to refer to the subject cited above and to say that it has been noticed that requests for messages of H. E. the Governor of H.P. for publication in souvenirs/ magazines/

are being received in Governor's Sectt. from various Offices/Officers directly. Many requests are received directly from SDMs addressed to H.E. the Governor. Such requests are coming even from Principals of Schools/Colleges and other lower level Officers of the Departments/Organizations.

It has been decided that for any such requests in future the following points be kept in view:—

1. Request for messages should be submitted through the concerned Deputy Commissioners of the Districts or Head of Departments/Organizations.
2. Requests should be scrutinized at the level of the Deputy Commissioners/HoD and only those requests be submitted to H. E. the Governor which merit his consideration.
3. Request for messages for only National Level, State level and District Level Functions/Festivals/Days/Occasions should be submitted by concerned Deputy Commissioners and Head of the Departments/Organizations.
4. Request for messages should be submitted alongwith specific material and brief of the occasion.
5. Request for messages received directly from Principals of Schools/Colleges and SDMs/SDOs and other lower level officers of the Departments/Organizations will not be entertained in future.

Similarly, requests for attending functions/meetings by H.E. the Governor in the District should be forwarded after due consideration by the concerned Dy. Commissioner and his involvement in the functions/meetings/engagements should be ensured.

You are, therefore, requested that the aforesaid instructions/guidelines may kindly be brought to the notice of all concerned under your control for strict compliance.

This may please be given Personal Attention. Kindly acknowledge receipt.

Yours faithfully,

Sd/-  
Under Secretary .